DOCUMENT RESUME

ED 347 337 CE 061 571

AUTHOR De Bruyne, John
TITLE Introduction to Page Maker Desktop Publishing. High-Technology Training Module.
INSTITUTION Medford Area School District, WI.
SPONS AGENCY Office of Vocational and Adult Education (ED), Washington, DC.
PUB DATE 13 Oct 89
CONTRACT V199A90151
NOTE 8p.; Developed as part of the High-Technology Training Model for Rural Based Business and Industry, Technical Colleges and Local and State Educational Agencies.
PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Behavioral Objectives; Classroom Techniques; Computer Oriented Programs; *Computer Science; Computer Science Education; Course Content; *Desktop Publishing; Electronic Publishing; *Graphic Arts; High Schools; Learning Modules; *Microcomputers; Pretests Posttests; Student Evaluation; Technical Education; Test Items
IDENTIFIERS *Aldus Pagemaker

ABSTRACT

This learning module for a high school course in graphic communications is designed to introduce students to the Aldus Page Maker 3.0 software for desktop publishing. The module activities allow students to use the software to prepare a two-page publication. The six sections of the module are the following: module objectives, content outline, teaching methods, student activities, resource list, and evaluation (pretest-posttest). (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED347337

High-Technology Training Module

Module Title: INTRODUCTION TO PAGE MAKER DESKTOP PUBLISHING

Unit: DESKTOP PUBLISHING

Course: GRAPHIC COMMUNICATIONS

Grade Level (s): 11TH & 12TH GRADE

Developed by: JOHN DE BRUYNE

Date: OCTOBER 13, 1989

School: MEDFORD SENIOR HIGH SCHOOL

1015 WEST BROADWAY, MEDFORD, WI 54451

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

CE061571

Developed as a part of the High-Technology Training Model for Rural Based Business and Industry, Technical Colleges and Local and State Educational Agencies under Grant No. V199A90151.

BEST COPY AVAILABLE

High-Technology Training Module

Introduction to Page Maker

Desktop Publishing

This module introduces students to the software package, Aldus Page Maker 3.0, for desktop publishing. The students use the software to prepare a two-page publication. This module is part of a unit in Graphic Communications. The class is responsible for producing a school newspaper with the English Department.

John DeBruyne
Medford Senior High School

OBJECTIVES:

Using Aldus Page Maker, the student will be able to produce a two- page publication (i.e. menu, advertisement, informational, or promotional pamphlet) with no errors.

The student will be able to:
-open a publication
-select and place text and graphics
-add and edit text
-save and close a publication
-print a publication

CONTENT OUTLINE:

I. Introduction
   A. Software orientation
      1. Mac Paint-- graphics
      2. Mac Write-- word processing
      3. Page Maker-- desktop publishing
   B. Basic desktop
      1. Menu bar
      2. Icons
      3. Filing system
      4. Working in Page Maker
   c. Mouse exercises
      1. Click, double-click
      2. Press and drag

II. Basic tool box and dialogue boxes
   A. Tool box
      1. Pointer
      2. Diagonal line
      3. Square corner
      4. Rounded corner
      5. Perpendicular line
      6. Oval tool
      7. Text tool
      8. cropping tool
   B. Dialogue boxes
      1. Title
      2. List box
      3. Command buttons
      4. Option buttons

III. Creating lines and placing graphics
  A. Drawing a Rule
    1. Procedure (note ruler guide)
    2. Changing your mind
    3. Boxes and circles--similar
IV. Creating and placing text
  A. Creating text
    1. Word processing software-- file
    2. Page Maker
  B. Placing Text
    1. Procedure from file
    2. Flowing text
V. Cutting and pasting
  A. Selecting text or graphics
  B. Cut or copy-- clipboard
  C. Paste
VI. Editing the publication
  A. Zooming in and out
  B. Editing text
    1. Change size or style
    2. Correcting or changing text
    3. Delete or add text
VII. Saving and printing a publication
  A. Saving your work
    1. Why
    2. Procedure- save, save as
  B. Procedure for printing a publication
VIII. Closing a publication
  A. Procedure
  B. Filing system

METHODOLOGY:

-Arrange field trip to local newspaper
-Provide lecture-demonstration on Macintosh basics
-Show prerecorded video tape Learn Page Maker
-Schedule student rotation to the computer (groups of two)
-Assist students having difficulty completing the Learn Page Maker exercises
-Administer pencil and paper quiz

-Challenge students to design a two-page publication using Page Maker
-Schedule students with appropriate time on the computer
-Assist students having problems with their design
-Evaluate final publication

ACTIVITIES:

-Attend the field trip to the local newspaper
-Watch the demonstration and take notes on the lecture covering Macintosh basics
-Work through the tutorial in Learn Page Maker package (groups of two)
-Design and produce a two page publication using Page Maker (i.e. menu, advertisement, informational or promotional pamphlet)

RESOURCES:

-Reference Manuals for Claris Mac Write
-Reference Manuals for Claris Mac Paint
-Reference Manuals for Aldus Page Maker
-Video Tutor -Learn Page Maker 3.0 (instructional package)
-Macintosh SE Computer with PageMaker, Mac Write, and Mac Paint installed.
-One floppy disk for each group

EVALUATION:

The students will be evaluated on:
-Pencil and paper quiz covering Macintosh and Page Maker basics
-Their completed publication

Graphic Communications
Pre-Post Test

Name_____

1. What are icons?

2. What is a dialogue box?

3. Describe how to use a pull-down menu.

4. Describe how to use the scroll bars found on the bottom and right side of the screen.

5. List and describe three techniques for selecting and manipulating text and graphics on the screen using a mouse.

6. Explain the difference between MacWrite and MacPaint.

7. What does Aldus PageMaker do?

Graphic Communications Name_____
PageMaker Assignment/Evaluation Sheet

Assignment: Using Aldus PageMaker, develop a two-page publication (i.e. menu, advertisement, informational, or promotional pamphlet). Create a rough draft on graph paper showing position and layout of text and graphics, and submit it for approval before starting work on the computer.

Evaluation	Points Possible	Points Earned
1. Degree of Difficulty (more points earned for more complicated design)	Up to 10	_____
2. Rough Draft (shows thoughtful preparation and good design with clearly lettered information)	10 points	_____
3. Publication (printer output) (matches rough draft, appropriate choice of fonts, proper placement of text and graphics)	20 points	_____
4. Printout of text and graphics files	5 points	_____
5. Minus 2 points for each typographical error		_____
Total Points Earned		_____